

Self-Inspection Guide

1. FOOD PREPARATION AREA

Temperature Monitoring of Potentially Hazardous Foods (sanitize thermometer)

- 9 food holding temperatures (60°F-125°F) (SC 1)
- 9 food holding temperatures (42°F-59°F/126-139°F) (SC 17)
- 9 holding pooling shelled eggs in danger zone (SC 2)
- 9 internal cooking temperatures not reached or verified (SC 3)
- 9 improper reheating method (SC 4)
- 9 inadequate rapid cooling practices (SC 5)
- 9 lack of a probe thermometer to measure food temperatures (SC 56)

Food Preparation

- 9 food not under diligent preparation (SC 20)
- 9 improper thawing of PHF (SC 21)
- 9 refreezing thawed PHF (SC 41)
- 9 cross contamination of food-contact surfaces (SC 6 or SC 32)
- 9 food prepared in an unapproved area (SC 22)
- 9 food prepared with bare hands, where utensils or gloves should be used (SC 22)
- 9 food prepared at home or not from an approved source (SC 26)
- 9 food adulterated/spoiled (SC 6 or SC 39)
- 9 not storing wiping rag in sanitizing solution when used more than once (SC 54)

2. EMPLOYEE PRACTICES

Hand Washing

- 9 employee did not wash hands as required (SC 8)
- 9 handwashing sink lacks single-service soap/towels/hot air (SC 8 or SC 28)
- 9 lack of hot/cold water (SC 13, SC 14, or SC 63)
- 9 employee using soiled wiping rag for handwashing (SC 8)
- 9 no handwashing sign posted (SC 80)

Personal Practices/Hygiene

- 9 employee with a communicable disease is preparing food (SC 7)
- 9 employee observed eating/drinking/ smoking in the food preparation area (SC 30)
- 9 employee observed wearing soiled clothes and/or lacking hair restraints (SC 44)
- 9 employee with open wound observed contacting food and food-contact surfaces without wearing gloves. (SC 7 & SC 8)
- 9 employee with artificial nails, nail polish or dirty finger nails observed contacting food and food-contact surfaces without wearing gloves (SC 44)

3. REFRIGERATION/FREEZER UNITS

Food Storage

- 9 raw meats/seafood/eggs stored above produce and ready-to-eat food products (SC 24 or SC 6)
- 9 food items uncovered &/or not properly elevated (SC 23)
- 9 food items stored in unapproved containers &/ or on unapproved shelving (SC 53)

Food Temperatures

- 9 food holding temperatures (60°F-125°F) (SC 1)
- 9 food holding temperatures (42°F-59°F) (SC 17)
- 9 thermometer missing, broken, or inaccurate (SC 56)
- 9 inadequate rapid cooling practices (SC 5)

3. REFRIGERATION/FREEZER UNITS (cont.)

Equipment Condition

- 9 refrigeration units, fan guards not maintained clean (SC 31)
- 9 unapproved food shelving (SC 53)
- 9 rusted, deteriorated shelving (SC 51)
- 9 unapproved type, improper use or improper installation (SC 53)
- 9 lack of light shields (SC 69)
- 9 refrigeration unit not draining to an approved device (SC 64)

Walls/Floors/Ceilings

- 9 walls, ceilings and floors not maintained clean (SC 58)
- 9 walls, ceilings and floors not approved (SC 57)

4. PHYSICAL INSPECTION OF FOOD PREPARATION AREA

Equipment/Utensils/Shelving/Cabinets

- 9 not maintained clean or free of grease build-up (SC 31)
- 9 in disrepair (SC 51)
- 9 unapproved, improperly installed, improperly used (SC 53)
- 9 stored in unapproved area (SC 52)
- 9 liquid waste from equipment (steam table, etc.) not draining into a floor sink or other approved device (SC 64)

Walls / Ceilings / Floors

- 9 not maintained clean (SC 58)
- 9 deteriorated/unapproved materials/facility not fully enclosed (SC 57)
- 9 unapproved or pitted floors or floors in disrepair (SC 57)

Ventilation

- 9 hood not clean, disrepair, missing filters (SC 66)
- 9 equipment not under hood, improper hood type (SC 67)
- 9 lack of ventilation to facilitate reasonable comfort (SC 68)
- 9 unapproved or inadequate exhaust system (SC 67)

Lighting/Light Shields

- 9 missing light shields or shatterproof light bulbs, where required (SC 69)
- 9 inadequate amount of lighting to clean or inspect (SC 69)

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)
- 9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)
- 9 flies, food-infesting insects or other insects observed in the facility (SC 11 or SC 61)
- 9 dog, bird or fowl in facility (SC 50)
- 9 air curtain in disrepair and not fully operable (SC 62)
- 9 exterior doors gaps exceed 1/4" (SC 59)
- 9 doors maintained open (SC 62)

Food Preparation Sink

- 9 directly connected to drain line (SC 64)

5. UTENSIL WASHING AND SANITIZING

Sanitizing multi-use consumer utensils

- 9 observed not washing and sanitizing consumer utensils, as required (SC 12)
- 9 lack of mechanical or manual equipment to properly wash and sanitize multi-use utensils (SC 12)
- 9 water heater booster not working properly (SC 13 or SC 34)
- 9 improper method of manual dishwashing (SC 55)

“SC” refers to the corresponding Sub Category on the Food Official Inspection Report.

Self-Inspection Guide

5. UTENSIL WASHING AND SANITIZING (cont.)

Sanitizing kitchen utensils

9 not properly sanitizing food-contact surfaces (SC 32)

Sanitizer

9 lack of approved sanitizer on the premises (SC 56)

9 sanitizing solution is at improper concentration (SC 56)

9 sanitizing kit missing, incomplete or misused (SC 56)

Water

9 lack of hot/cold water at all sinks (SC 13 or SC 14)

9 lack of cold or hot water at one sink (SC 34)

9 water temperature less than 120°F but greater than 110°F (SC 65)

9 water temperature less than 110°F at all sinks (SC 14)

Plumbing / Fixtures / Drainage

9 leaking, no water at faucet (SC 34)

9 lack of backflow or back siphonage device at faucet where a hose is connected (SC 33)

9 leaking P-trap, overflowing/clogged grease trap (SC 64)

9 clogged floor sink, floor drain (SC 15 or SC 64)

9 sewage overflow (contamination of food prep area) (SC 15)

Vermin

9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)

9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)

9 flies, food infesting insects or other insects observed in the facility (SC 11 or SC 61)

6. FOOD STORAGE AREA

Food Storage

9 food stored in unapproved area (SC 22)

9 food stored in unclean environment (SC 31)

9 food stored in opened/unlabeled containers (SC 23)

9 damaged or returned food not stored in a separate area (SC 48)

9 food not elevated at least 6" (SC 23)

9 spoiled and adulterated food found in facility (SC 6 or SC 39)

9 food from unapproved source (SC 26)

9 shellfish tags not maintained as required (SC 45)

Equipment Condition

9 unapproved food shelving (SC 53)

9 not maintained clean (SC 31)

Ventilation

9 lack of ventilation to facilitate proper storage (SC 68)

Vermin

9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)

9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)

9 flies, food infesting insects or other insects observed in the facility (SC 10 or SC 61)

7. UTENSIL STORAGE AREA

Equipment/Utensil Condition

9 not maintained clean (SC 31)

9 unapproved, domestic-type utensils (SC 53)

Storage

9 stored in unapproved area (SC 52)

7. UTENSIL STORAGE AREA (cont.)

Vermin

9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)

9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)

9 flies, food-infesting insects or other insects observed in the facility (SC 10 or SC 61)

8. FRONT SERVICE AREA

Hot/Cold Holding Unit (e.g., steam table, salad bar)

9 food holding temperatures (60°F-125°F) (SC 1)

9 food holding temperatures (42°F-59°F/126-139°F) (SC 17)

9 liquid waste from equipment (steam table, etc.) not draining into a floor sink or other approved device (SC 64)

Food Display

9 food displayed without proper sneeze guards or approved dispensing devices (SC 25)

9 prepackaged food items not properly labeled (SC 35)

Condiment/Table Service

9 re-serving food after having been served to a customer (SC 27)

9 reusing food previously served to a customer in the preparation of another food (SC 27)

9 utensils not stored with handles up in customer area (SC 40)

Vermin

9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)

9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)

9 flies, food-infesting insects or other insects observed in the facility (SC 10 or SC 61)

9. DELIVERY/TRANSPORTATION/RECEIVING

Temperature Monitoring of Potentially Hazardous Foods (sanitize thermometer)

9 food holding temperatures (60°F-125°F) (SC 1)

9 food holding temperatures (42°F-59°F/126-139°F) (SC 17)

Food Condition

9 food not inspected upon receipt (SC 42)

9 food being transported in unclean container (SC 31)

9 food being transported in unapproved containers (SC 53)

9 vermin evidence observed on packaging (SC 6 or SC 39)

9 adulterated food (SC 6 or SC 39)

Purveyor/Source

9 no invoice (SC 26)

10. FACILITIES

Lavatories

9 lack of adequate, pressurized potable cold or hot water (SC 14 or SC 34)

9 water temperature less than 120°F but greater than 110°F (SC 65)

9 water temperature less than 110°F (SC 13)

9 handwash sink in disrepair (SC 34 or SC 63)

9 handwashing sink lacks approved single-service soap or towels (SC 28 or SC 43)

9 no single-service soap or towel dispenser (SC 43)

“SC” refers to the corresponding Sub Category on the Food Official Inspection Report.

Self-Inspection Guide

10. FACILITIES (cont.)

Toilet Rooms

- 9 toilet facilities not maintained clean and in disrepair (SC 70)
- 9 lack of toilet paper and/or dispenser (SC 70)
- 9 missing/broken self-closing device at bathroom door (SC 70)
- 9 toilet room not properly vented either by an openable window or a light-switch activated exhaust fan (SC 68)

Miscellaneous Storage

- 9 storing non-facility items on the premises (SC 47)
- 9 soiled linen not stored in a separate area (SC 47)

Janitorial Storage Area

- 9 lack of adequate, pressurized potable cold or hot water (SC 14 or SC 63)
- 9 water temperature less than 120°F but greater than 110°F (SC 65)
- 9 water temperature less than 110°F (SC 13)
- 9 lack of an area for the storage of cleaning supplies (SC 72)
- 9 lack of a janitorial sink or an unapproved basin (SC 63)
- 9 janitorial sink in disrepair (SC 63)

Hazardous Materials/Chemical Storage Area

- 9 chemicals, pesticides or cleaning compounds stored in unapproved area (SC 29 or SC 46)
- 9 chemicals, pesticides or cleaning compounds not properly labeled or used improperly (SC 29 or SC 46)

Employee Storage Area

- 9 dressing room is cluttered, unclean or non-existent (SC 71)
- 9 employees observed storing personal items in unapproved area (SC 71)

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility (SC 9 or SC 59)
- 9 live cockroaches and evidence of cockroaches (SC 10 or SC 60)
- 9 flies, food infesting insects or other insects observed in the facility (SC 10 or SC 61)
- 9 exterior doors not rodent proofed (SC 59)

Living Quarters

- 9 using food facility to sleep (SC 49)

11. EXTERIOR PREMISES

Trash

- 9 overflowing trash cans in the food preparation area (SC 73)
- 9 trash area unclean and trash observed on the floor (SC 73)
- 9 trash not disposed of in leakproof and rodentproof containers (SC 73)
- 9 exterior trash cans or bins not covered (SC 73)
- 9 recyclables stored inside the food preparation area (SC 73)

Premises

- 9 cast-off items stored at the exterior of the facility (SC 74)
- 9 parking lot not maintained clean (SC 74)

“SC” refers to the corresponding Sub Category on the Food Official Inspection Report.